



# AGENDA

## IRVINE CHILD CARE PROJECT SPECIAL MEETING

July 20, 2020  
8:30 AM

Adam Buchanan  
President

Ira Glasky  
Vice President

Alan Battenfield  
Clerk

Board Members:  
Melissa Fox  
Stephanie Bynon

Irvine Child Resource Center  
14341 Yale Avenue  
Irvine, California

### IMPORTANT PUBLIC HEALTH AND SAFETY MESSAGE REGARDING PARTICIPATION IN IRVINE CHILD CARE PROJECT MEETING

AS A RESULT OF THE COVID-19 VIRUS, AND RESULTING ORDERS AND DIRECTION FROM THE PRESIDENT OF THE UNITED STATES, AND THE GOVERNOR OF THE STATE OF CALIFORNIA, AND THE ORANGE COUNTY HEALTH CARE AGENCY, AS WELL AS THE CITY OF IRVINE EMERGENCY DECLARATION, THE PUBLIC WILL NOT BE PERMITTED TO PHYSICALLY ATTEND THE IRVINE CHILD CARE PROJECT MEETING TO WHICH THIS AGENDA APPLIES.

YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: IRVINE CHILD CARE PROJECT," ONE CIVIC CENTER PLAZA, IRVINE, CA 92606 OR BY EMAIL TO [SDINEEN@CITYOFIRVINE.ORG](mailto:SDINEEN@CITYOFIRVINE.ORG). EMAILS RECEIVED FOR AGENDA ITEMS WILL BE READ INTO THE RECORD AT THE TIME DETERMINED BY THE CHAIRPERSON.

PLEASE NOTE: THE IRVINE CHILD CARE PROJECT IS MAKING EVERY EFFORT TO FOLLOW THE SPIRIT AND INTENT OF THE BROWN ACT AND OTHER APPLICABLE LAWS REGULATING THE CONDUCT OF PUBLIC MEETINGS, IN ORDER TO MAXIMIZE TRANSPARENCY AND PUBLIC ACCESS. IT WOULD BE APPRECIATED IF COMMUNICATIONS OF PUBLIC COMMENTS RELATED TO ITEMS ON THE AGENDA, OR ITEMS NOT ON THE AGENDA, ARE PROVIDED PRIOR TO THE COMMENCEMENT OF THE MEETING AT LEAST 24 HOURS BEFORE THE MEETING, SPECIFIC DETAILS ABOUT HOW TO OBSERVE AND PARTICIPATE, WHICH MAY INCLUDE EITHER TELE-CONFERENCING, VIDEO-CONFERENCING, OR ANOTHER EQUIVALENT OPTION, WILL BE INCLUDED ON THE CITY'S WEBSITE.

---

**Speaker's Form/Request to Speak** - If you would like to address the Board on a scheduled agenda item, please complete the Request to Speak Form. Speaker's Forms are located on the table at the entrance to the Conference Room. Please identify on the card your name, address and the item on which you would like to speak and return to the Recording Secretary. The Request to Speak Form assists the Chair in ensuring that all persons wishing to address the Board are recognized. Your name will be called at the time the matter is heard by the Board.

---

Scan this QR code for an electronic copy of the Agenda and staff reports.



**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

**ANNOUNCEMENTS**

**ADDITIONS AND DELETIONS TO THE AGENDA**

Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Board meeting.

---

**PUBLIC COMMENTS**

Any member of the public may address the Board on items within the Board's subject matter jurisdiction, but which are not listed on the Agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. PUBLIC COMMENTS are scheduled for 30 minutes and are limited to 3 minutes per person.

---

**BOARD BUSINESS**

**1. ICCP CHILD CARE PROJECT RENT RELIEF FOR PROVIDERS CONSIDERATION**

**RECOMMENDED ACTION:** Approve one of the options provided:

Option A: Waiver from 50 percent of the rental payments for the month of August 2020 which would be a loss in revenue to ICCP of \$78,870.

Option B: Waiver from 50 percent of the rental payments for the months of August and September 2020, which would be a loss in revenue to ICCP totaling \$157,740.

Option C: No additional waiver for rental payments beyond July 2020.

Option D: Additional rent relief options as proposed by the Board.

**REPORTS**

**2. FACILITIES AND BUDGET REPORT – JOHN FOGARTY**

**3. ICCP ADMINISTRATOR'S REPORT – TRACI STUBBLER**

**ADJOURNMENT**

The next Regular Irvine Child Care Project Board Meeting will convene at 8:30 a.m. on **Monday, September 14, 2020.**

**NOTICE TO THE PUBLIC**

At 11:00 a.m., the Irvine Child Care Project will determine which of the remaining agenda items can be considered and acted upon prior to 12:00 noon and will continue all other items on which additional time is required until a future Committee meeting. All meetings are scheduled to terminate at 12:00 noon.

**STAFF REPORTS**

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Irvine Child Care Project liaison and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours prior to a regular Irvine Child Care Project meeting). Staff reports can also be downloaded from the City's website at [cityofirvine.org](http://cityofirvine.org) beginning the Friday prior to the scheduled Irvine Child Care Project Board meeting on Monday.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Child Care Project liaison at (949) 724-6503.

**SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the Irvine Child Care Project regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, One Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

**SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS**

Written Materials/handouts:

Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Irvine Child Care Project Board. Please provide 15 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Irvine Child Care Project at the time testimony is given.

**CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS**

It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact Irvine Child Care Project liaison at 949-724-6647 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.

Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II)

**COMMUNICATION DEVICES**

To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

**MEETING SCHEDULE**

Regular meetings of the Irvine Child Care Project are held on the second Monday of each month at 8:30 a.m. unless otherwise noted. The Irvine Child Care Project Agenda is posted in the Police Department. Meeting agendas and approved minutes are kept current on the City web site at [cityofirvine.org](http://cityofirvine.org).

I hereby certify that the agenda for the Irvine Child Care Project meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby, One Civic Center Plaza, Irvine, California on July 13, 2020 by 5:30 p.m. as well as on the City's web page.

/s/ Rebecca Parmer  
Board Liaison

**ITEM 1**  
**BOARD BUSINESS**

## IRVINE CHILD CARE PROJECT

**TOPIC: IRVINE CHILD CARE PROJECT RENT RELIEF FOR PROVIDERS**

**DESCRIPTION:** The Coronavirus (COVID-19) Pandemic has had a devastating economic impact on ICCP providers. In response to the pandemic most ICCP programs closed beginning mid-March. Below is the schedule of ICCP reopening dates:

<b>Agency</b>	<b>Number of Sites</b>	<b>Reopen Date</b>
CDI	10	March 18
Rainbow Rising	14	May 4
Creekers' Club	1	June 8
Dolphin Club	1	June 8
Kids Stuff	2	August 3

Due to the guidance issued by the State of California Community Care Licensing Division, child care sites that remained open or reopened were only able to provide emergency child care to essential workers March through May which left programs that remained open serving less than one percent of their typical licensed capacity through May.

Beginning in June, programs were expected to begin to transition from providing "emergency child care" to "enhanced regular operation". Requirements have been put in place for child care programs that include new health and safety procedures, sanitization requirements, and reduced group sizes and overall capacity. This has required providers to put procedures in place that are time, staff, and supply intensive.

IUSD has provided access to additional space on campus for the summer so that additional children can be cared for, beyond the current maximum of 20-30 children per site, as enrollment has begun to pick up as parents are returning to work. The State of California Community Care Licensing has approved each licensee to utilize these new spaces. At this time each site has space available to enroll additional children.

At the ICCP Special Meeting held April 6, 2020, the Board approved the waiver of rental payments from ICCP providers for April, May and June. At the ICCP Regular Meeting held June 8, 2020, the Board approved the waiver of rental payments from ICCP providers for July and directed staff to schedule a special meeting in July to discuss the potential for the waiver of additional rental payments based on updated enrollment and budget information.

Based on data gathered for week three of summer programming, average enrollment across all 28 ICCP sites is at approximately 50 percent of enrollment compared to the same time frame last summer. Yet enrollment at individual sites varies, based on the child care needs of that community. Therefore each ICCP provider is impacted differently. Below is a breakdown of the average enrollment across sites for each agency as a percentage of total enrollment during week three of summer programming in June 2019:

<b>Agency</b>	<b>Week three 2020 enrollment as compared to week three 2019</b>
CDI	44%
Creekers' Club	47%
Dolphin Club	28%
Kids Stuff (reopening August 3, 2020)	0%
Rainbow Rising	60%

Though the cost of providing service has increased due to the new regulations, all ICCP agencies have held to their summer tuition rates published prior to the pandemic.

ICCP's budgeted 2020-21 ending fund balance is currently projected to be \$1,002,367. This balance reflects the waiver of the July 2020 rental payment.

In order to continue to provide some financial relief, to support child care providers' continued recovery from the economic impact of the COVID-19 pandemic and to help ensure the availability of continued on-campus child care after this emergency, the following options are provided for the Board's consideration:

Option A: Waiver of 50 percent of rental payments for the month of August 2020 which would be a loss in revenue to ICCP of \$78,870.

Option B: Waiver of 50 percent of rental payments for the months of August and September 2020, which would be a loss in revenue to ICCP totaling \$157,740.

Option C: No additional waiver for rental payments beyond July 2020.

Option D: Additional rent relief options as proposed by the Board.

**RECOMMENDATION:** Approve one of the following options:

Option A: Waiver of 50 percent of rental payments for the month of August 2020 which would be a loss in revenue to ICCP of \$78,870.

Option B: Waiver of 50 percent of rental payments for the months of August and September 2020, which would be a loss in revenue to ICCP totaling \$157,740.

Option C: No additional waiver for rental payments beyond July 2020.

Option D: Additional rent relief options as proposed by the Board.



**ITEM 2**

**FACILITIES AND BUDGET REPORT**

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

## Proposed Budget FY 2020-21 with Multi Year Budget Projection - No Rent Increase

OPERATING FUND	2019-20	2020-21	2021-22	2022-23	2023-24
Program Description	Estimated	Proposed	Projected	Projected	Projected
ICCP - Regular Programs	Actuals	Budget	Budget	Budget	Budget
<b>COST CENTER 005710</b>					
<b>REVENUE</b>					
8650 Portable Fees Cnty	\$1,406,702	\$1,892,887	\$1,957,712	\$1,970,677	\$1,970,677
8650 Portable Fees Waived- Covid 19	\$0	(\$157,741) (1)	\$0	\$0	\$0
8660 Interest Income Cnty	\$48,312	\$48,645	\$50,311	\$50,644	\$50,644
<b>Total Revenue:</b>	<b>\$1,455,014</b>	<b>\$1,783,792</b>	<b>\$2,008,023</b>	<b>\$2,021,321</b>	<b>\$2,021,321</b>
<b>OPERATING EXPENDITURES</b>					
4305 Program Supplies	\$1,600	\$0	\$0	\$0	\$0
4305 Safety and Security	\$4,595	\$2,450 (8)	\$3,670 (8)	\$9,787 (8)	\$1,600 (8)
4306 M & O Repairs done by IUSD	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5450 Insurance	\$87,451	\$89,351	\$92,851	\$94,751	\$96,651
5500 Utilities	\$87,153	\$91,511	\$96,086	\$100,890	\$105,935
5601 Non-Cap Site/Bldg Improve./Rehab	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5811 Consultants	\$0	\$27,000 (7)	\$27,000 (7)	\$27,000 (7)	\$27,000 (7)
5817 Scholarships	\$1,000	\$30,000	\$30,000	\$30,000	\$30,000
5837 Interest Expense	\$1,500	\$2,200	\$2,200	\$2,200	\$2,200
5838 Audit	\$9,100	\$9,100	\$9,100	\$9,100	\$9,100
5861 Facilities & Financial Support / IUSD	\$80,000	\$82,300 (9)	\$84,000 (9)	\$85,696 (9)	\$87,409 (9)
5862 Custodial Services	\$533,435	\$560,096 (2)	\$572,221 (2)	\$584,038 (2)	\$596,552 (2)
5864 Program Coordination / City	\$339,000	\$432,500 (6)	\$468,100 (6)	\$507,200 (6)	\$550,200 (6)
<b>Total Operating Expenditures:</b>	<b>\$1,224,834</b>	<b>\$1,406,507</b>	<b>\$1,465,228</b>	<b>\$1,530,662</b>	<b>\$1,586,647</b>
<b>Total Excess (Deficiency):</b>	<b>\$230,180</b>	<b>\$377,284</b>	<b>\$542,795</b>	<b>\$490,659</b>	<b>\$434,675</b>
<b>CAPITAL EXPENDITURES</b>					
6210 Building Improvement / \$5K Threshold	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
6230 Portables (Replacement/New)	\$409,149	\$0	\$0 (3)	\$0	\$0
5862 Custodial Vehicles	\$54,970	\$35,000 (4)	\$0	\$35,000 (4)	\$0
7439 Debt Service	\$135,173	\$135,173 (5)	\$135,173	\$135,173	\$135,173
<b>Total Capital Expenditures:</b>	<b>\$724,292</b>	<b>\$295,173</b>	<b>\$260,173</b>	<b>\$295,173</b>	<b>\$260,173</b>
<b>Net Increase (Decrease):</b>	<b>(\$494,112)</b>	<b>\$82,111</b>	<b>\$282,622</b>	<b>\$195,486</b>	<b>\$174,502</b>
Beginning Balance, July 1	<b>\$1,414,367</b>	<b>\$920,256</b>	<b>\$1,002,367</b>	<b>\$1,284,990</b>	<b>\$1,480,476</b>
Ending Balance, June 30	<b>\$920,256</b>	<b>\$1,002,367</b>	<b>\$1,284,990</b>	<b>\$1,480,476</b>	<b>\$1,654,977</b>
<b>Components of Ending Balance:</b>					
Capital Facilities (Modular Replacement) Reserve	\$861,782	\$951,317	\$1,233,228	\$1,425,701	\$1,599,573
3% Operation Reserve	\$58,474	\$51,050	\$51,762	\$54,775	\$55,405

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

## Proposed Budget FY 2020-21 with Multi Year Budget Projection - No Rent Increase

GRANT PROGRAM FUNDS	2019-20	2020-21	2021-22	2022-23	2023-24
Program Description	Estimated Actuals	Proposed Budget	Projected Budget	Projected Budget	Projected Budget
<b>STATE GRANT/CDD</b>					
COST CENTER 005501					
<b>REVENUE</b>					
8290 Child Development Apportionments	\$237,902	\$237,902	\$237,902	\$237,902	\$237,902
8590 Other State Revenue	\$426,694	\$426,694	\$426,694	\$426,694	\$426,694
8660 Interest	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
<b>Total Revenue:</b>	<b>\$667,196</b>	<b>\$667,196</b>	<b>\$667,196</b>	<b>\$667,196</b>	<b>\$667,196</b>
<b>EXPENDITURES</b>					
5810 Serv./Contracts	\$667,196	\$667,196	\$667,196	\$667,196	\$667,196
<b>Total Expenditures:</b>	<b>\$667,196</b>	<b>\$667,196</b>	<b>\$667,196</b>	<b>\$667,196</b>	<b>\$667,196</b>
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$0	\$0
<b>LOCAL GRANT / Irvine Childrens Fund (ICF)</b>					
COST CENTER 005712					
<b>REVENUE</b>					
8689 All Other Fees & Contracts	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
8699 Other Local Revenue/CDBG	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>Total Revenue:</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>
<b>EXPENDITURES</b>					
5817 Scholarships	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000
<b>Total Expenditures:</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>
Fund Balance (U):	\$0	\$0	\$0	\$0	\$0
<b>GRANT PROGRAM FUND SUMMARY</b>					
<b>REVENUE</b>	\$797,196	\$797,196	\$797,196	\$797,196	\$797,196
<b>EXPENDITURES</b>	\$797,196	\$797,196	\$797,196	\$797,196	\$797,196
<b>Total Excess (Deficiency):</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Beginning Balance, July 1	\$0	\$0	\$0	\$0	\$0
Ending Balance, June 30	\$0	\$0	\$0	\$0	\$0
<b>TOTAL ICCP FUND BALANCE:</b>	<b>\$920,256</b>	<b>\$1,002,367</b>	<b>\$1,284,990</b>	<b>\$1,480,476</b>	<b>\$1,654,977</b>
(Operating Fund + Grant Program Funds)					

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

## Proposed Budget FY 2020-21 with Multi Year Budget Projection - No Rent Increase

### **Budget Assumptions**

- (1) Approved by ICCP Board at the May 2020 Board Meeting to waive rental fees for ICCP providers for month of July 2020 due to COVID-19 situation.*
- (2) Projected 2% increase for step in column & benefit increases of custodial salaries. Included anticipated salary increase and Health and Welfare increase for FY 2019-20. Increased custodial supplies \$2k annually starting with FY 2020-21. In addition FY 2020-21 increase custodial supplies by \$16,850 for several items to include hot water extractor, wet/dry vacuum, motor scrubber, dehumidifier, floor fans, & mop buckets*
- (3) FY 2021-22 developer to supply permanent structure for ICCP facilities @ new K-8 School in The Great Park. School to open FY 2021-22*
- (4) Starting FY 2020-21 projecting \$35k every other year to replace out dated custodial work vans*
- (5) Continue debt payment for custodial equipment for another 5 years @ \$8,100/year for a total of \$40,500 FY 2019-20 thru FY 2023-24. Plus yearly payment for purchase of portables from IUSD = \$127,073 ends June 2024*
- (6) Program Coordination/City also includes \$2,800 in program supplies to be distributed to sites to support quality enhancement. Includes \$60K for Quality Assessment Consultant*
- (7) Consultant to assess and plan rehab and repair work on existing portables to be managed and supervised by IUSD staff*
- (8) Additional AED units for new sites and AED maintenance items (Pads, batteries, etc.) Restroom Card Keys, Lock Down Button for Beacon Park and potential replacement or addition of one security radio per year.*

**ITEM 3**

**ICCP ADMINISTRATOR'S REPORT**

Irvine Child Care Project (ICCP) Administrator's Report  
July 20, 2020

Scholarships/Financial Assistance:

- ICCP has begun the annual recertification process. As of June 25, the families of six of the former 38 recipients have applied for continued funding to be able to access care beginning July 1. We anticipate this will continue to be complex process this year as many families employment situation has changed. We will be providing additional resource and referral services as we become aware of family needs.
- Information on financial assistance for emergency child care for essential workers is posted on the City's website, both on the "Finding Child Care" and "ICCP" web pages. This funding is distributed by the Children's Home Society of California and the Orange County Department of Education.

Program Quality:

- The contract that had been drafted prior to the Global Coronavirus (COVID-19) for Quality Assessment Services for the 2020-21 Fiscal Year will not be moving forward. ICCP will need to reassess what Quality Assessment and what type of delivery model is appropriate for the 2020-21 school year in light of the pandemic. We do not want any 'additional' individuals to be physically visiting child care facilities than absolutely necessary.
  - State Division of Community Care Licensing (CCLD) has continued to suspend all in-person visits for routine assessments. CCLD is conducting televisits focusing on technical support related to COVID-19 procedures, requirements and best practices.
- The State issued new Social and Physical Distancing Guidance and Healthy Practices for Child Care Facilities in Response to the COVID-19 Pandemic (written in collaboration with the California Department of Education) in place through June 30. All open ICCP programs are implementing these new complex procedures daily.
  - New Guidance is to be issued prior to June 30, 2020.
- ICCP has distributed: face coverings, both reusable and disposable, no-touch thermometers, and alcohol wipes, to all ICCP programs in need. In addition, IUSD Maintenance and Operations will be installing hand sanitizer dispensers at ICCP sites during the month of July.

Facilities:

- ICCP child care programs have obtained approval from CCLD and the keys and alarm codes necessary to access the additional spaces on campus provided by IUSD for the summer.
- Springbrook CDC provided care at El Camino through July 3. The program furniture and equipment has been moved back to the permanent campus. ICCP and CDI continue to work with CCLD to facilitate licensure at their permanent campus prior to the beginning of the 2020-21 school year.